

**Exhibit E-3**  
**DESCRIPTION OF PROPOSED ACTION – DPA FOR \_\_\_\_\_ FUNDS**  
**(CDBG/HOME/ESG)**

Instructions: Please complete this form and mail to Cheryl Elliott, Dept. of Community & Culture, 324 South State, #500, SLC, UT 84111

Grant Recipient		Sub-Recipient (if applicable)	
Contract #	Contract Year :	Grant Amount: \$	
Chief Executive Officer of Contracting Entity:			
Environmental Certifying Officer (ECO) (Name & Title):			
Name/Address/Phone of Preparer:			
Is this project funded with Program Income: <input type="checkbox"/> Yes <input type="checkbox"/> No			How much? \$
Project Name:			
Project Summary: (Provide a concise description of the scope of work)			
Address of project: (Attach map of area with project highlighted)			
Purpose of Project:			
Status of Project:			
<b>Initial Environmental Category Determination</b> (Please check one box below and enter subsection)			
<input type="checkbox"/> Exempt 58.34 ( ) ( )		<input type="checkbox"/> Categorically Excluded 58.35 (a) ( ) ( )	
<input type="checkbox"/> Categorically Excluded 58.35 (b) ( ) ( )		<input type="checkbox"/> Environmental Assessment	
We are requesting a conditional release for engineering/architecture work funded by this grant. <input type="checkbox"/> Yes <input type="checkbox"/> No			
We are requesting approval for “continued relevance” for this project. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Original Project Year: Attach original release letter along with complete environmental review documents from original project			
Signature of Preparer:			
Signature of ECO (if Applicable)			

### **E-3 – Instructions**

**ECO – (Environmental Certifying Officer)** – This information is not required unless it is determined that the grantee must publish an environmental notice (NOI-RROF or FONSI) in the paper to inform the public about the environmental impacts of the project. (All projects requiring an “Environmental Assessment” review must have an ECO signature on the DPA form.)

**Preparer** – The person who prepares the environmental review and completes the DPA and environmental checklist.

**Project Summary**: What are the HUD funds going to be used for? A description of the project should include the **TYPE** of project and its **SIZE**. How many feet of new water or sewer line will be installed?

**Location of Project**: Enter the address of project. A map should be included showing the location of the project within the city, town or county. For city or county-wide projects, include a map of the entire city or county.

**Purpose of the Project**: The purpose of the project can be described in terms of goals and what the project is expected to achieve.

**Status of Project**: Indicate the status of the project. Is the grantee waiting for an executed contract and environmental release to begin the project? Has the engineering or architectural design phase begun? Are there circumstances that are delaying the start of the project?

**Initial Determination of Project Categories**: Using Exhibit E-1, choose the project category that best fits the project.

**Conditional Release**: If a portion of HUD’s funding will be used for engineering/architecture, a “release” may be granted to begin expending funds prior to the start of the construction phase of the project.

**Continued Relevance**: If a project is a continuation of a prior project located in the same area, a “continued relevance release” *may* be granted for the project. The complete original environmental review must be submitted along with a new DPA form explaining the new project. Contact Cheryl Elliott at 538-8729 for guidance on this.

**Signatures**: At the least, the Preparer must sign this form. An ECO signature is required per the instructions above.